

3 September 1981

MEMORANDUM FOR THE RECORD

25X1

FROM: [REDACTED]

SUBJECT: Point Paper Development and Format

In pursuit of the IHSA Strategic Planning Goal to provide the Agency with modern Information Services, working/discussion groups will be convened during the fall of 1981. (They are anticipated to commence circa the week of 5 October and conclude circa mid-December.) These groups will delineate the goal issues for Automated Information Services within the five separate categories as identified below. Implementation issues such as system requirements, organizational impact questions and design "goodness" parameters may be treated during a later phase of the strategic planning process, which follows in 1982, but should be judiciously avoided during the goal setting phases. To give direction, guidance and focus to the goal issue groups, point papers covering selected issue categories will be developed in the following order.

1) Information Handling Facilities [REDACTED] IHSA) 25X1
(Candidate Discussion Chairman - [REDACTED])

- (1) Terminals (including low order Graphics)
- (2) Databases (Manipulation and Retrieval, also Graphics)
- (3) Data Distribution, Dissemination and Access
- (4) Communications and Carrier Links

2) Continuity and Contingency [REDACTED] DDS&T) 25X1
(Candidate Discussion Chairman - [REDACTED])

- (1) Surge
- (2) Interoperability under stressed conditions
- (3) Robustness
 - (a) Reliability/Availability
 - (b) Survivability (exclusive of PD-58 and NIEPS planning)

- 3) Technical and Scientific Facilities
(Candidate Discussion Chairman - [REDACTED] NFAC) 25X1
- (1) Modeling
 - (2) Computer-Aided Design
 - (3) Signal and Mathematical Analysis
 - (4) Special Machinery
- 4) User Productivity and Support
(Candidate Discussion Chairman - [REDACTED] NFAC) 25X1
- (1) Computer-Aided Instruction
 - (2) Higher Order Languages
 - (3) Data Base Languages
 - (4) System Utilities
 - (5) Implementation Support
- 5) Information Protection and Management
(Candidate Discussion Chairman - [REDACTED] DDO) 25X1
- (1) Security
 - (2) Compartmentation
 - (3) Accountability
 - (4) Accumulation
 - (5) Destruction/Archiving

NOTE: A cognizant member of the IHSA staff will serve as executive secretary for each discussion group.

Each point paper will be developed using a "cover memorandum" which addresses goal issues for that paper from the system (or category) perspective. These include but are not limited to the following introductory/overview topics:

- Review of the Process
- Definition of the Concern
- Area Objectives for that Subject
- Status at the Systems Level

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and at least the following concluding goal issues:

Qualitative Priority Summarizations

Goal Qualifying Indicators or Endorsements

The subcategories of each point paper category will be developed in the form of annexes to the memorandum using the following general outline:

- a) Definition and Objectives
- b) Status
- c) Issues
- d) Questions

In each case, the point paper should be developed such that its content will guide the implementation issue working groups in the next phase, while leaving sufficient latitude for maneuverability on the part of participants. It is anticipated that the first of the "Implementation Issue" working groups will convene early in January 1982, thus allowing for all of the developmental stages of the strategic plan to be wrapped up by the end of March 1982. Delivery of the rough draft for the IHSA strategic plan for Information Services is anticipated about 1 June 1982.

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PHASE II: IMPLEMENTATION PLANNING SUBJECTS

- ✓ 1. Data Base Management
 - DBMSs
 - DBA
- 2. Dissemination and Distribution
- ✓ 3. Terminals
- ✓ 4. Central Processors Architecture
- 5. Scientific and Technical Facilities
- 6. Network Architecture
 - Domestic
 - Overseas
- 7. Communications Architecture
 - External
 - Internal
- 8. Information Protection and Management
 - Security
 - Accumulation and disposition management
- 9. Software System/Program Development Environment
- 10. Graphics Facilities and Functionalities

PLAN FOR THSS STRATEGIC PLAN

TASK	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Phase I: Objectives Def.												
Working Group Session(Phased)												
Synthesis												
Report to Sr. Mgt.												
Phase II: Implementation												
Planning												
Dev. of Planning Guidance												
Planning (Parallel) <i>57 hrs 89</i>												
Dev. of Rough Draft <i>83 Base</i>												
Strategic Plan												
Report to Sr. Mgt.												
Phase III: Reconciliation												
Reconciliation with Budget												
Dev. of Final Report												
Rpt. to Sr. Mgt.												